DRAFT Differences between Author and Policy Coordinator Duties – 5/19/2008 7. Manager approval of changes. Receive Inform coordinator Authors 3 days pre-Check items into OLM and comments when pages are ready Write new or production testing, generate table of contents Policy project for review and submits and make revise current pen & ink changes (TOC). request. changes as bulletin blurbs. policy. to Office Services. Notify coordinator pages are needed. 2. Compare and verify that Review contents for department Coordinator changes match bulletin blurbs. Receive Collect and Discuss time standards. Assist with Ensure that new changes were notification for distribute frames, if Write master bulletin. FrameMaker or authors to test in not made without department comments regular or Update cover sheet for current editing issues. the pre-production review. during the interim policy project. Refer to DIT if environment (OLM Verify that all items were review period. release. Notify Final Department Review - create needed. checked into OLM and TOC Retrieval). Office Services. PDF files for each item, cover generated. Policy (sheet and the bulletin (merge into Notify Office Services project is a single file). Send complete file to appropriate list serve using GroupWise. Move into the test environment. Services Test links between TOC and items. Some authors Check items for standard formatting. Receiv send changes to Create Check error report(s) and make corrections. OS for completion change project in Generate indexes and move project into (instead of making da OLM Office pre-production. changes Maintenance. Notify coordinator when project is ready for themselves). staff review (testing). DIT/OA/Web Assist with FrameMaker or editing issues. Shor If changes were added that were Normal review period thou not part of the department Notes 2.5 weeks. inse review, they are saved and Interim - depends on conti pulled for a future release. The volume of content. author and manager are notified. MA policy - 30 days.